

## **Instructions for requesting a pre-screening**

It is necessary to have an NSPIRES account to request a pre-screening. Pre-screening requests are from individuals and may be submitted by individual NSPIRES users, so no institutional submission is required.

Individuals desiring pre-screening should:

1. Read the revised SMEX AO text that is relevant to the PI minimum experience requirements. The revised text for Section 4.5.1, Appendix B part I.7, Table B7, and Appendix H are available on the SMEX Additional Information Page at <http://explorers.larc.nasa.gov/smexacq.html> and should be used in lieu of the text provided in the DRAFT SMEX AO. NASA intends to include this revised text in the final AO.
2. Complete Table B7 as revised. A copy of the revised Table B7 is available as a Word document on the SMEX Additional Information Page at <http://explorers.larc.nasa.gov/smexacq.html>. The completed Table B7 must be saved as a PDF document.
3. Log into his/her NSPIRES account at <http://nspires.nasaprs.com/>.
4. Create and submit a “dummy” Notice of Intent (NOI) for the DRAFT SMEX AO opportunity. The only NOI information that need to be completed are (a) the NOI title (which should be "<<PI Name>> pre-screening form submission") and (b) the completed Table B7 as an attached document. Table B7 should be attached as "upload attachment" type "appendix". There is no need to link the NOI to an organization or to complete any of the other "NOI details" information (such as summary or business data). NASA will not review or screen any information provided except for Table B7.

In response to the request for pre-screening, NASA will inform the investigator that the submitted Table B7 is, or is not, sufficient to demonstrate that the PI minimum experience requirements as described in the revised SMEX AO text have been met. For submissions that do not adequately demonstrate that the PI minimum experience requirements have been met, NASA will indicate which component of the PI minimum experience requirements has not been demonstrated by the submission. NASA's response will be through an email to the submitter.

Note that this submission is not the NOI that a PI may wish to submit in response to the FINAL SMEX AO, expected to be released in September, 2007. That NOI structure will be available after final AO release, and will be associated with the FINAL SMEX AO solicitation.